

Emergency Certification Form

Date: January 23, 2020

Note: Complete this form with all pertinent information (Purchasing Policy Manual, Section 3-3, Emergency Purchases).
Submit this form, a requisition and all emergency backup to Procurement.

Department: Budget & Fiscal Services

Authorized Department Signature:  Type Name: Tommy Crosby

Emergency Circumstances:


CareerSource North Central Florida's (i.e., LWDB 9) entire administrative structure, including all staffing and financial services, were provided by a private, for-profit company (i.e., the "AE") under contract with LWDB 9. On September 27, 2019 the Department of Economic Opportunity (DEO) put the LWDB 9 on a cost reimbursement bases, in large part due to the way its AE services were procured and structured. The AE's contract was terminated, leaving LWDB without any staff, including but not limited to executive staff and financial services. These services are necessary for LWDB 9 to operate. In order to keep LWDB 9 operating so that it can continue to provide important services to Alachua County's job seekers and local businesses, the County Manager and the Purchasing Manager have determined that this situation constitutes an emergency pursuant to Section 22.13 of the County's Purchasing Code, and are recommending that the Board declare that this situation constitutes an emergency and authorize the emergency purchase of temporary, interim Administrative Entity service on behalf of LWDB 9 pursuant to the emergency powers granted to Alachua County as per the *Second Amendment to the Interlocal Agreement Between Alachua County and Bradford County Regarding the Alachua/Bradford Local Workforce Development Board D.B.A. CareerSource North Central Florida*.

Recommended Action (Type In Your information and Print): Approve the Emergency Purchase.

***** Procurement Manager Use ONLY *****

☒ Approved

☐ Denied


(Procurement Manager's Signature)

1 / 23 / 2020
(Date)